New Treatment Provider
Required WITS Training Descriptions

Training Name	Which staff should attend?	What does this training cover?
New Treatment Provider Training Part 1	Clinical and non-clinical staff	Accepting Referrals/linking Consents/accepting Authorizations; searching for clients; entering Client Profile, Intake, Program Enrollments, Consent, and Authorization Change requests; using the Authorization Dashboard, creating Admissions in WITS.
New Treatment Provider Training Part 2	Clinical and non-clinical staff	Encounter (billable) Notes, Group Notes, Miscellaneous Notes, Authorization Change Requests, Authorization Dashboard, Discharge, and Intake closure.
New Treatment Provider Training Part 3 *(Agency Billing)*	Billing staff	Using the Encounter List, viewing the Claim Item List, changing the status of claim items, rejecting a claim item, creating batches, removing claim items from a batch, submitting batches to the payor, reprocessing a batch, viewing the payment list, understanding payment application, and viewing claims on the EOB Transaction List.
New Treatment Provider Training Part 4 *(Agency WITS Administrator Training [AWA])*	Each treatment agency should designate two staff members as AWA's	Creating and updating staff profiles, revoking staff permissions, resetting passwords, disabling staff accounts, submitting security forms for WITS and GAIN, viewing staff usage, basic WITS navigation, creating and reviewing support tickets, deleting Encounters and Notes, creating and viewing alerts, security settings and compatibility, HIPAA and CFR 42 compliance.